

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: LIBRARIAN II

General Functions:

Under the general direction and according to policies, performs professional level library services of a complex or technical nature requiring special background and education. Performs a variety of professional duties within an assigned area: such as, Children's Division, Audio Visual Division, Adult Services and Programming/Technology Division.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Assists with children's and young adult division. May be responsible to manage an area within the Children's Division.
3. Performs reference and reader's advisory service; assists patrons with on-line reference searches and new technology; may be responsible to manage an area within the Reference Division.
4. Assists with budgeting, selection and maintenance of materials for the Audio-visual Division.
5. Full responsibility for projects or services within assigned division such as; programming, ordering or other needs that may develop to obtain objectives.
6. Assists with planning and developing services in assigned library division.
7. Assists with long range planning within assigned division.
8. May have lead worker responsibilities within a division, as needed.
9. May represent the library on county-wide committees, as requested.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

1) Job Preparation:

a) Education:

- i) Requires a Master's Degree in Library Science from an accredited college or university and two (2) years of library experience or an equivalent combination of education and experience that demonstrates the ability to perform the duties of this position, as determined by the hiring authority.

b) Training:

- i) Experience must include knowledge of professional library functions, which require independent judgment and the application of accepted, current library work methods, techniques and professional standards.
- ii) Prefer experience in management, planning and budgeting with knowledge of principles of supervision.

2) Supervision:

Received: Performs work under the general supervision of a division Senior Librarian.

Exercised: Employee may direct library clerical staff and volunteers within the division to assure assignments and completion of tasks.

3) Communication:

Requires ability to interact with public in a friendly, professional manner and determine specific needs of patrons. Maintains working relationships outside the City organization with County Committees and other governmental agencies.

Contact with other City departments is infrequent. Has frequent communications with library patrons of a moderate to complex nature in the division assigned.

4) Cognitive Functions:

Work is occasionally monitored and some policies and procedures do exist. Creativity and innovation are regularly required. Problems encountered are of moderate difficulty with precedent often available. Position determines budgeting requirements and makes policy recommendations related to assigned area.

5) Working Conditions:

Some physical effort is required (lifting or carrying 25 pound boxes of books.)
Travel to meetings.

6) Resource Accountability:

Considerable monetary impact on supplies and materials. Extensive non-monetary responsibility for knowledge of computerized data-base and knowledge of audio/visual and reference and children's collection.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.